



DEFENSE THREAT REDUCTION AGENCY
8725 JOHN J. KINGMAN ROAD, STOP 6201
FORT BELVOIR, VA 22060-6201

Martin Pfeiffer
411A Highland Ave.
Somerville, MA 02144

JUN 12 2019

Re: FOIA Case No.: 19-061

Dear Mr. Pfeiffer:

This letter is to acknowledge that the Defense Threat Reduction Agency (DTRA) received your Freedom of Information Act (FOIA) request on May 13, 2019. You requested the standard operating procedures and guidelines for DTRA FOIA Officers in handling and responding to FOIA requests, as well as a copy of the DTRA FOIA appeal procedures that are not detailed in the FOIA online handbook. Your FOIA request was perfected on May 13, 2019. For tracking purposes, your case number is 19-061.

Based on the information you provided, you have been classified as an "educational" requester. As such, you are responsible for some duplication costs incurred while processing your request. You will not be charged for search or review costs; you also are entitled to up to 100 pages of photocopies (or an equivalent volume) for free.

If we find that this will not cover the cost of processing your request, we will let you know before we incur additional charges. At that time, you can then either agree to pay the additional amount needed or narrow the scope of your request.

We will make every effort to respond to your request in a timely matter; however, the processing of your request may exceed this dependent upon the volume of the responsive documents and the complexity of the processing.

If you have any questions regarding your request, please contact me at 703-767-1792 or email at dtrafoiaprivacy@mail.mil and refer to FOIA request 19-061.

Sincerely,

Pamela Andrews
Senior Analyst, FOIA Public Liaison
Freedom of Information/Privacy Act Office